

# INSTRUCTIONS FOR COMPLETION OF FMD-102

## General Information

1. The Course Manager is responsible for submitting the FMD-102 Student Roster(s).
2. Please print or type all information on this form.
3. Illegible or incomplete FMD-102 Rosters will be returned.
4. Fill in the heading block completely (*Instructor Name, SSN, Course Name, Start Date, and Course Number this number is found on the "approval copy" of the FMD-110 Course Application that was returned to you.*)

## Fire Fighter IA, IB, I, II, and I & II; and Fire Officer I and II Courses

1. A "Beginning Student Roster" (*the pink copy of your triplicate FMD-102 Roster form*) is required for FF IA, IB, I, II, I & II and FO I and FO II is submitted to the Region Supervisor by the third class session.
  - a. Fill out the FMD-102 form completely listing all students who are scheduled to participate.
  - b. Tear off the pink copy and forward it to the Region Supervisor (*see appropriate address below*).
  - c. Region Supervisor approval is needed to add students after the "beginning roster" is submitted. To add students, complete the heading block on a new FMD-102 form, check the "Addendum Roster" box in the upper right hand corner of the form, enter the additional names and information, then forward the pink copy to the Region Supervisor for approval.
2. A "Final Student Roster" (*the white copy/copies of your FMD-102 Roster form*) is needed for FF IA, IB, I, II, I & II and FO I and FO II courses, and is submitted to the Lansing Office with your final paperwork.
  - a. Line out the student names who did not complete the course and participate in the exam.
  - b. For RETEST CANDIDATES: On the first blank line after your class list, enter the title "RETEST CANDIDATES" and list the individuals who re-tested.
  - c. For CHALLENGERS: On the next blank line, enter the title "CHALLENGER CANDIDATES" and list any challengers. (Applies to FF IB, I, II, and I & II only)
  - d. FINAL PAPERWORK: Please group Scan Answer Sheets in the order listed on final student roster.

## All Other MFFTC Courses

1. Only a "final student roster" (*the white copy of the FMD-102 Roster form*) is needed for all other MFFTC courses and is to be submitted to the Lansing Office with your final paperwork.
2. It is not necessary to send a pink copy to the Region Supervisor.

## Fire Department Identification Number (FDID)

1. Please list the FDID number for each fire department member (including cadets and explorers).
2. Non-fire service personnel, such as police officers in Haz Mat courses, should leave the FDID space blank.

**MAIL pink "BEGINNING ROSTER" to your Region Supervisor for FF IA, IB, I, II, I&II and FO I and FO II**  
**(FAX Copies Not Accepted)**

### REGION I

Region Supervisor  
MI Fire Fighters Training Council  
1504 W. Washington St., Suite A  
Marquette, MI 49855

Phone 888.879.6459  
Fax 906.225.0834

### REGION II

Region Supervisor  
MI Fire Fighters Training Council  
588 3 Mile Rd. NW  
Grand Rapids, MI 49544

Phone 877.475.0844  
Fax 616.784.4498

### REGION III

Region Supervisor  
MI Fire Fighters Training Council  
411-B East Genesee  
Saginaw, MI 48607

Phone 888.879.6458  
Fax 989.758.1980

STUDENT ROSTER  
Instructions for Completion on Back

☐ Addendum Rost

Instructor Name	Social Security No.		Course Name		Start Date	Course Number	
Students		Social Security Number	FDID Number	Students		Social Security Number	FDID Number
Last Name, First Initial	Date Of Birth			Last Name, First Initial	Date Of Birth		
1.				21.			
2.				22.			
3.				23.			
4.				24.			
5.				25.			
6.				26.			
7.				27.			
8.				28.			
9.				29.			
10.				30.			
11.				31.			
12.				32.			
13.				33.			
14.				34.			
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16.				36.			
17.				37.			
18.				38.			
19.				39.			
20.				40.			